

Extratime

Behaviour Management Policy & Procedures



- It is the responsibility of the supervisor to ensure that behaviour by any child/young person or member of staff does not have a negative effect on other users of the project, and to address any unacceptable behaviour/incidents that arise.
- Every child/young person has the right to be treated fairly in all circumstances and situations and in accordance to their individual needs.
- Every child/young person has the right to be protected from all forms of abuse or threatening behaviour, whether physical, mental, verbal or emotional.
- A clear set of rules must be consistently applied and positive feedback for good behaviour is necessary.
- Every child/young person has the right to be respected, listened to and have their needs taken into account.
- All children/young people have the right to have a say in anything that affects them.
- All children/young people should be encouraged not to hit back, but to resolve disputes in a non-aggressive way.
- No child/young person should be publicly disciplined but should be removed from the group and talked to on a one-to-one basis.
- Any behaviour that does not comply with the project's equal opportunities policy will be addressed. Language or behaviour designed to be offensive to anyone is unacceptable and will not be tolerated.
- Procedures (listed below) will be adhered to at all times
- Incidents of challenging behaviour, and tactics for addressing such behaviour, will be discussed at team meetings.
- Parents will be kept informed of any incidents, and subsequent action plans formulated by the team in response to their child's or young person's behaviour

Important: Please also refer to Section 2, Health and Safety for Accident and Incident Reporting Procedures and the Health and Safety Policy. Also Section 5, Safeguarding.



Procedures for Challenging Behaviour

- Level One: Minor Incidents

For example: name calling, going out of bounds, disrespect of equipment, materials, property or stealing.

- Staff member informs child/young person appropriately that their behaviour has been inappropriate, tries to establish why the incident occurred and discusses with them how the situation can be resolved. .
- Child/young person makes amends if appropriate.
- Matter is discussed at the end of session with the rest of the staff team.

- Level Two: Minor Incidents – Reported

For example: name calling, going out of bounds, not respecting materials/equipment and stealing.

- Matters have been dealt with as above but have not been responded to.
- Staff member informs supervisor who then talks with the child/young person and parent/carer together. This can be at the end of the session or depending on behaviour, during the session.
- Account written at the end of the session and discussed with the staff team...
- The matter is addressed through continued appropriate communication with the child/young person and the carers/parents until the situation is resolved.
- All ongoing negative behaviours will be recorded and monitored.

- Level Three: Serious Incident

For example: physical abuse of another child or adult, leaving the area without informing a member of staff, using discriminatory language or behaviour.

- Staff member informs supervisor immediately and writes a detailed account of the event, which is filed.
- Procedures for level one are followed.
- If child/young person does not respond, the Supervisor contacts parents/carers immediately who, depending on the severity of the incident, may have to take their child/young person home.
- This incident is discussed at the end of the session with the rest of the staff team and a procedure for dealing with the incident is decided upon. This is followed up by a letter or meeting with the parents/carers who need to be aware of your policy for dealing with the challenging behaviour...
- The matter is addressed through continued communication with the carer/parent and child/young person until the matter has been resolved.

Please note these procedures are general guidelines and may not be appropriate to every incident of challenging behaviour in the projects. More effective strategies for responding to individual children/young people in the projects may be developed and should be consistent with approaches used in other settings the child/young person attends such as school/home/respite etc. The supervisor will be responsible for liaising with other professionals concerned with the child or young person and sharing information where appropriate. (see Information Sharing Policy)



Adults at the Project

We ask all adults and young people who may attend the projects to collect their child/young person or to bring information, to follow the same codes of behaviour.

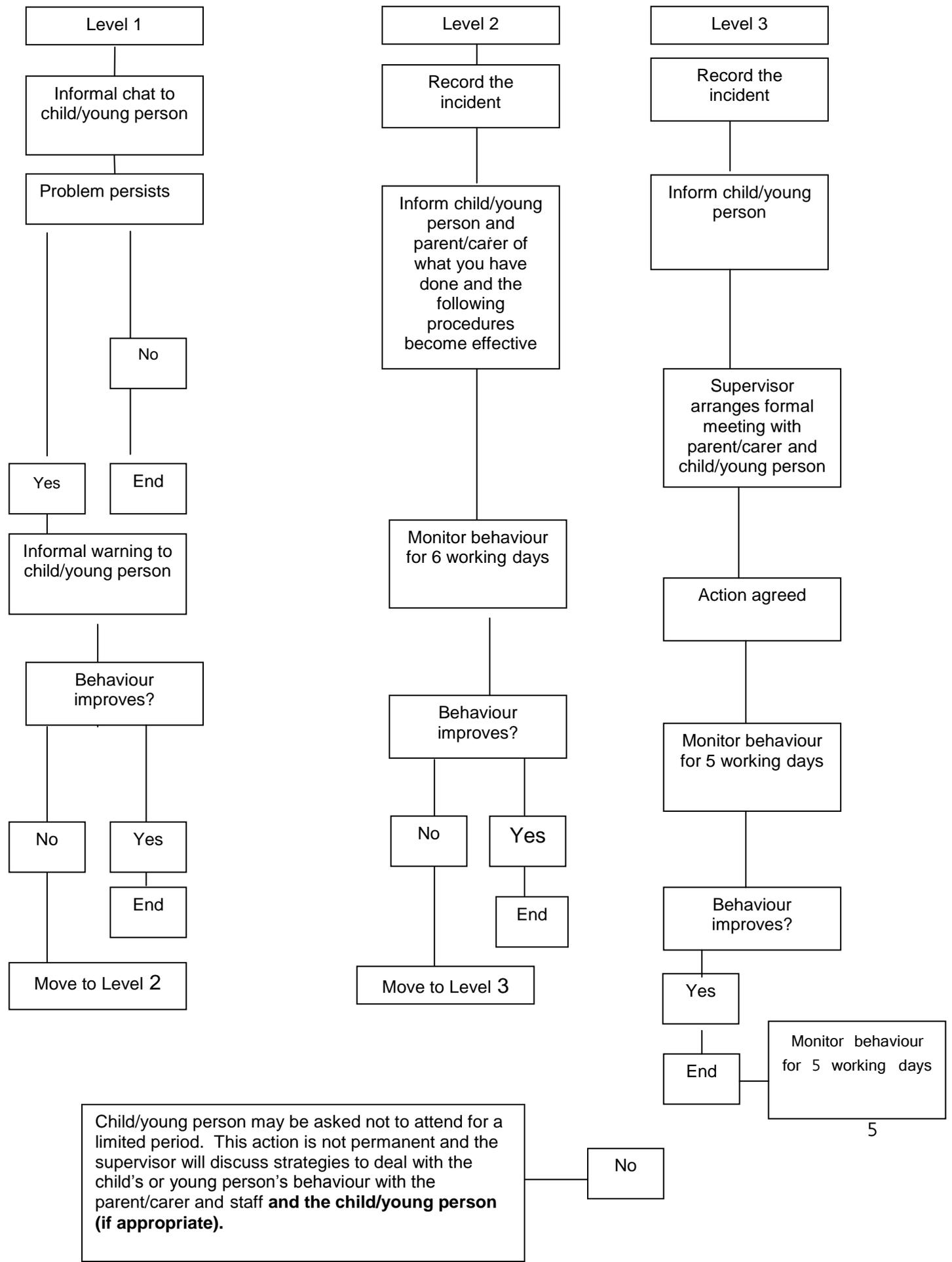
We would like to draw your attention to the following in particular:

- ❖ Please consider your language when on site, we encourage no swearing by all.
- ❖ We do not tolerate any physical or emotional aggression on site. Anyone doing this will be asked to leave the site immediately.
- ❖ There is no smoking anywhere on site.
- ❖ Please do feel free to ask questions of staff and make suggestions about the service, we welcome this.
- ❖ If you are concerned about any aspect of the service, or you would like to chat about your child's or young person's experience of the project, please do not hesitate to speak to the supervisor. We will make confidential time to chat with you.

The supervisor of the project venue is your first contact for all issues. If you have an issue with staff members please try and raise it with them first, your views will be listened to. If you cannot resolve the issue the supervisor will call in the co-ordinator who will help to resolve the problem.



Procedures For Dealing With Unacceptable Behaviour



Document version and review control

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